



INFORMATION FOR POTENTIAL BOARD MEMBERS

Thank you for considering joining the Board of Directors of The Bridge to Hope! Below you will find information about The Bridge and what it means to be a member of the board. If you have further questions, please do not hesitate to contact jmneitzel@mmm.com or manager@thebridgetohope.org

Mission Statement: Advocate, educate and collaborate to end abuse and empower individuals, families and communities.

Vision: Our vision is to provide a bridge to hope that creates a safer, more just and compassionate society.

Values: Empowerment, positive impact on others, self-respect, understanding, independence

Board Operations

- Responsibilities of the Board are distinct from responsibilities of the Executive Director (ED).
 - The ED is responsible for management of the Bridge, including the staff and the ongoing operations of the Bridge.
 - The Board selects, supports and evaluates the ED, monitors the financial well-being of the organization, and monitors the programs of the organization to establish that the vision and mission of the Bridge are being fulfilled. The Board also ensures that the ED has the moral and professional support he/she needs to further the goals of the Bridge.
- Other Board responsibilities include:
 - Ensuring effective planning and implementing and monitoring the plans' goals.
 - Building a competent Board by articulating prerequisites for candidates, orienting new members and periodically and comprehensively evaluating the Board's performance.
 - Enhancing the Bridge's public standing. The Board must be able to clearly articulate the organization's mission, accomplishments and goals to the public and garner support from the community.
- The Board will consist of not less than five nor more than eleven members.
- The members shall be elected by seated board members and shall serve for terms of two years. No Board member may serve more than three consecutive terms, or six consecutive years.
- Regular meetings of the Board shall be held at least monthly, no fewer than ten months per year. The Board meets the second Thursday of every month from 4:00-



5:30; location will be announced at the previous Board meeting and/or via email before the meeting.

Job Description for Board Members

- Board members are expected to:
 - Attend all Board meetings.
 - Prepare in advance for regular Board meetings by reading and studying materials sent in advance.
 - Participate as an active member in at least one committee.
 - Participate in Bridge fund raising planning and events.
 - Be informed about the Bridge's mission, services, policies and programs.
 - Make a personal financial contribution to the Bridge.
 - Inform others about the Bridge.
 - Suggest possible nominees to the Board who can make significant contributions to the work of the Board and the Bridge.
 - Follow conflict-of-interest and confidentiality policies.
 - Refrain from making special requests of the staff without the approval of the ED.
- Each Board member will participate in an orientation/training prior to becoming a voting member. This includes a review of governing documents and other information.

Board Member Ethics

- Board members exercise their powers in the interests of the Bridge, not in their own interest or the interest of another organization or person.
- Individual Board members do not speak on behalf of the Board, unless authorized by a vote of the Board.
- There will be no self-dealing or any conduct of private business or personal services between any Board member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information.
- The Board will not use their positions to obtain employment in the organization for themselves, family members, significant others or close associates. Should a member desire employment, she or he will first resign.
- The Board will disclose their involvement with other organizations, with vendors, or any other associations that might produce a conflict as it occurs.
- A Board member will not use her/his board status to request special access or privilege as a consumer of the organization's services.
- The Board will respect the confidentiality appropriate to issues of a sensitive nature, including client information.

Board Committees



Executive Committee: Chair, Vice Chair, Secretary and Treasurer. These members act for the Board as a whole between meetings. Reviews and recommends revisions of Governance policies/procedures and By-Laws to the full Board for approval. Meets only as needed.

Funding Committee: Responsible for developing fund raising activities in conjunction with the ED; supervises and participates and recruits other participants in fund raising events. Works to increase annual contributions via donations, grants and other methods. Meets monthly.

Facilities Committee: Reviews facility needs related to all services provided to clients. Identifies properties that could facilitate continued and increased service and coordinates with architecture/construction firms to determine construction costs. Meets monthly.

Board Development Committee: Responsible for identifying, cultivating, recruiting, orienting, involving and acknowledging committed and effective new Board members; evaluates applications for Board member positions and makes recommendations to the full Board for approval; develops orientation and training materials for new Board members and provides ongoing educational and development opportunities to all members. Meets as needed.

BOARD OF DIRECTORS APPLICATION FORM

Name: _____

Address: _____

Phone: **Home** _____ **Work** _____ **Cell** _____

Email: _____

Employer: _____

Profession: _____

Community affiliations:



Experience serving as a board member for other non-profit organizations:

Why are you interested in serving on the board of The Bridge to Hope?

Areas of expertise and/or contributions that can benefit The Bridge to Hope and the board:

Are you willing to sign a confidentiality agreement regarding communication of the board and The Bridge to Hope? Yes No

Are you available for regular monthly board meetings (held the second Thursday of every month from 4:00-5:30 PM)? Yes No

Are you willing to serve on a committee? Check the box of the committee(s) you are interested in serving on:

- Funding Personnel Facilities
 Marketing/Public Relations Board Development Planning

Are you willing to contribute to the Bridge financially in a way that is meaningful to you, and to help connect the Bridge and other donors? Yes No

Are you willing to spend additional time getting oriented to the board and learning about issues related to The Bridge to Hope's mission? Yes No

Are you willing to have a criminal background check? Yes No

Board applicant signature: _____

Diversity statement:

The Bridge to Hope is an equal opportunity organization and does not discriminate based on race, color, gender, national origin, religion, age, sexual orientation or disability. We encourage diversity on our board of directors.



For Board Use

Nominee interviewed by BD committee Date: _____

Action taken by the board: Approved Not approved



Employee Criminal Background Policy

The Bridge to Hope, Inc.'s policy is to conduct criminal background investigations for applicants for any position within the agency – paid and unpaid. Conducting criminal background checks on all newly hired individuals helps to protect clients, employees, the general public, and property. Volunteers, board members, and employed staff are all subject to an annual criminal background investigation.

All employee offers are contingent upon satisfactory results of the criminal background check. Applicants refusing to complete this, or failing to answer truthfully and completely, will not receive offers of employment, or employees will have their employment terminated. Any agreement regarding employment already signed will be cancelled.

All employees will have a new background check performed yearly.

I understand that The Bridge to Hope will perform a Criminal History Background Check, as well as a Sex Offender Registry search, as part of the procedure for processing my application for employment.

I understand that my social security number will be verified and information about my criminal background will be obtained. I understand that I must disclose *any state in which I have worked, lived, or attended school in the last 5 years*, so an appropriate check can be completed through those state databases.

I understand that the information contained in the Criminal History Background Check will be available to those persons involved in making employment decisions or performing the background investigation, and that this information will be used for the purpose of making an employment decision.

I hereby consent to the Criminal History Background Check as described above, and authorize The Bridge to Hope to procure reports concerning my background as stated above.

Signature of Applicant

Date

Print Full Name of Applicant

_____-_____-_____
Social Security Number

Date of Birth

Race/Ethnicity

I have lived, worked, or attended school in the following states in the last 5 years (with dates):

